

## Printing from BYOD devices to Printers and MFD's

Printing from BYOD devices just got a whole lot easier!

## Just send an email to: print@printbyxerox.com

Attach your documents—web pages, PDF and Photos, PowerPoint, Word, Excel, PDF, Images files, JPG, and HTML are all possible.

PLEASE NOTE: IT NEEDS TO BE A PHYSICAL FILE ON YOUR DEVICE, YOU CANNOT ATTACH A FILE FROM IN THE CLOUD OR YOUR ONEDRIVE FOLDER.

Send email.—you don't even have to add a subject

You will be sent a confirmation email that your documents are ready to print—along with a password to access the cloud printing

( this will only happen the very first time you send a documents as it will automatically set you up a cloud printing account.

Go to ANY Xerox Printer or MFD in the College

Press on the Print by Xerox app



Workplace Cloud Log In	✓ OK
your school email address here	
Forgot ID Nour Licor? Q W e r t y u i o P a s d f g h j k l E t z x c v b m , .	110 €3 nter

Type in your School email address

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Enter the password that Xerox sent you

	Workplace Cloud (2)	Print
Body Text.eml		12/08/2019 10:31:10
WFBS.JPG		12/08/2019 10:31:10
c .		

At the next screen select the documents you want to print.

If you see any that say **Body Text. Eml** you can un-select these as they are just your email signature.

## And that is all there is to it.



If you don't want to have to remember another password, just click on the forgotten password button and it will send you an email with a link where you can change your password to something more memorable.

Why not change it to the same as your password for the network!